

The Palestinian Institute for Youth Policy Making (PIYPM) is the Palestinian chapter of the Arab Institute for Youth Policy Making. PIYPM aims at promoting Palestinian youth participation in the policy and decision making processes. We offer a wide variety of programs and activities that help youth acquire unique skills and knowledge to become agents for change in the Palestinian society.

PIYPM is seeking candidates to fill a number of positions. These positions are located in the Gaza Strip in the Palestinian territories. If you are interested in one of the positions listed below, please follow the information provided, fill the application and email it with other required documents by 26 October 2012.

PLEASE NOTE: This is a voluntary position. Although, any financial needs related to activities will be covered by PIYPM

▪ **Communication and Events coordinator**

Purpose of the Position

The Communication and Events Coordinator is responsible for managing, coordinating, and implementing events and communications.

Education and Experience

- At least 2 years of experience in NGOs, CBOs, volunteering, media, or any relevant field.
- An experience of participation in programs abroad or studying abroad is preferable
- Relevant training or qualifications

Responsibilities

- Prepare an action plan for PIYPM publicity Program
- coordinating communication strategies and event efforts of the PIYPM
- providing communications and outreach support
- implementing strategic communications plans
- managing social media outreach
- coordinating special events and other tasks
- Ensure that youth and youth organizations are aware of available activities
- Provide quarterly and yearly reports of achievements and held work
- Ensure that all activities are implemented according to relevant legislation, policies and procedures of PIYPM and Arab Institute for Youth Policy Making.

Personal Attributes

The applicant must also demonstrate the following personal attributes:

- be honest and trustworthy
- be respectful
- possess cultural awareness and sensitivity
- be flexible
- demonstrate sound work ethics

Please send your application and other required documents to:

Email: piypm.com@gmail.com

Deadline for application is 26 October 2012. We thank all applicants for their interest.



PALESTINIAN
institute for youth policy making